



## Join our Team: Export Sales Advisor



### The Role

We are seeking an Export Sales Advisor that will be part of our highly motivated and successful Export Sales team, responsible for the processing of orders, answering customer queries, progressing orders through despatch, arranging shipping and ensuring the required export documentation is completed in a timely manner. This includes after sales service requirements with customers from around the world.

### Our Company

We are a successful company who believe that working together as one team will ensure that we achieve our Vision – 'To be a leading force in the global homewares sector growing our great British brands'.

### What you will need to be successful:



We are passionate about providing an exceptional **quality** service to ensure we make deliveries of our products around the world on time. In order to do this, you will need to have knowledge of the supply chain, excellent PC skills, and accuracy in completing export documentation. Being fluent in a European language is also advantageous.



**Teamwork** is essential to help us achieve our vision so you will need to be confident, a clear communicator and successful in building customer relationships by email and telephone.



Awareness of our business and our brands will be beneficial as we put our **customers'** needs at the heart of what we do to allow us to continue to grow our Great British Brands.



Be able to share **innovative** ideas because thinking beyond the present adds value to our future.

**If you are confident that you have the drive and commitment required to make a full contribution to this vital part of our business please send your full CV to: [scooke@portmeiriongroup.com](mailto:scooke@portmeiriongroup.com)**

*Please note: All applications will be processed within two weeks of the closing date. We reserve the right to close this position earlier than the published date should we receive a high volume of applications. The data collected by the submission of your CV is for the purpose of processing your job application and for statutory purposes. For more information please refer to our Employment Privacy Policy which can be found at [www.portmeiriongroup.com](http://www.portmeiriongroup.com) and includes further information about processing of your personal data and your rights.*